

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1085

TITLE: EXECUTIVE DIRECTOR TO THE PLANNING COMMISSION

GRADE: E-05

DEFINITION:

Under direction, to perform varied administrative and coordinating duties as the senior staff assistant to the Planning Commission; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

Prepares agenda and back-up materials for Planning Commission meetings, attends the meetings and answers a variety of questions;
Supervises office staff and operations;
Prepares annual budgets, reports and correspondence;
Arranges for periodic site viewing of property involved in planning or rezoning;
Represents the Planning Commission at public seminars, citizen meetings, etc;
Coordinates paperwork and procedures with the County Executive's Office, the County Attorney's Office, Department of County Development, and Office of Planning.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to deal successfully with a variety of officials and private citizens;
Ability to gather, analyze and present facts.

EMPLOYMENT STANDARDS:

Graduation from college and three years of progressively responsible administrative experience.

EXEMPT CODE CHANGE:	June 2009
ESTABLISHED NEW CLASS #	July 2006